

Clerk: Carolyn Wilkinson <http://parishes.lincolnshire.gov.uk/SouthHykeham>

Minutes of the South Hykeham Annual Parish Council meeting held on Wednesday 15th May 2019 at 7.00 pm in South Hykeham Village Hall.

PRESENT: Councillors: Mrs Whittaker Chair, Mrs L Graham Vice Chair, P Driffill, D Rowson. Carolyn Wilkinson, Clerk.

IN ATTENDANCE: There were no members of the public present. The Chairman welcomed everyone to the meeting.

Public Forum: No public forum as there were no members of the public present.

Action notes

1.Election of Chairman. To receive the Chairman's Declaration of acceptance of office.

Cllr Mrs Whittaker opened the meeting and asked for nominations for the post of Chairman. Cllr Mrs Graham nominated Cllr Mrs Whittaker as Chairman of the Parish Council for the ensuing year. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands. There were no other nominations and Cllr Mrs Whittaker was duly elected as Chairman of the Parish Council. The declaration of acceptance of office was duly signed.

Noted that all members of Council had completed their Declaration of Acceptance of Office and Members Disclosure of Pecuniary and other interests witnessed by the Proper Officer C Wilkinson prior to the commencement of this meeting/ Clerk to deliver relevant documentation to NKDC.

2. Election of Vice Chairman. To receive the Vice Chairman's Declaration of acceptance of office

Cllr Mrs Whittaker nominated Cllr Mrs Graham as Vice Chairman of the Parish Council for the ensuing year. Cllr Driffill seconded the motion that was unanimously resolved on a show of hands. There were no other nominations and Cllr Mrs Graham was duly elected as Vice Chairman of the Parish Council. The declaration of acceptance of office was duly signed.

3. Apologies for absence and to resolve to receive the reasons given. Apologies had been received from the Police Beat Team, Phil Watt of Access Lincoln and Cllr M Thompson LCC. Apologies and reasons for absence had been given by Cllr Roe who had attended prior to the commencement of the meeting to sign Declaration of Acceptance of Office and other related paperwork but had another meeting to attend this evening. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the reason for absence should be accepted.

4. To resolve to receive any declaration of Interests in accordance with the requirements of the Localism Act 2011 and to consider member's written dispensation requests. There were no declarations of interest at this point.

5. Police Report. In the absence of the Police Beat Team the Clerk gave the report. There had been 2 reported crimes. One incident of criminal damage at McDonalds and one incident of theft of tools from a van on Boundary Lane. The current priority set by the Hykeham Rural Police Neighbourhood Panel is tackling antisocial behaviour in parks and open spaces. Next panel meeting is 22nd May 2019 19.00 at The Memorial Hall, Newark Rd, N Hykeham.

6. District and County Councillors' reports – for information only. Items raised for decision will appear on the agenda for the next meeting. It was noted that following the election of 2nd May the newly elected District Councillors are Cllr Christopher Robert Spray and Cllr Mary Louise Green. Both members had been sent an invitation to attend the meeting this evening through NKDC email addresses or via Business Services.

Cllr Thompson LCC had sent a report for this meeting of the updated NHS Healthy Conversations events scheduled as follows:- Monday 20th May Sleaford New Life Centre, Tuesday 21st May Gainsborough United Reform Church, Wednesday 23rd May Lincoln City Football Club.

7. Notes of the Parish Council meeting held on 3rd April 2019 to be approved as the minutes of that meeting. Cllr Mrs Graham proposed, seconded by Cllr Driffill that the clerk's notes should be adopted as the minutes of the meeting held on 3rd April 2019. It was unanimously resolved by those present at that meeting that the clerk's notes should be approved as the minutes. Cllr Mrs Whittaker signed the minutes.

8 Election of Committee members.

a) Election of members of Human Resources Management Committee (3 members/1 reserve)

Cllr Mrs Whittaker nominated Cllrs Mrs Graham, Driffill and Rowson as members of Human Resources Management Committee for the ensuing year. There were no nominations for reserve member. Motion seconded by Cllr Mrs Graham and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

i) To review the terms of reference for the Human Resources Management Committee. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the terms of reference for the Committee should be approved.

b) Election of members of Hykeham Joint Planning Committee (4 members/1 reserve) Cllr Mrs Graham nominated Cllrs Rowson, Driffill, herself and Mrs Whittaker as members of Hykeham Joint Planning Committee for the ensuing year with Cllr Roe as reserve member. Motion seconded by Cllr Rowson and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

i) To review the terms of reference for the Joint Planning Committee. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the terms of reference for the Committee should be approved subject to an addition to the terms of reference that the clerk's notes of the Joint Planning Committee should be approved by the Joint Planning Committee and not at a Town Council meeting. Cllr Mrs Whittaker had raised her concerns about the notes of the meeting held on 16th April being approved at the Annual Town Council on Thursday 9th May 2019 and without any consultation with the members of this council. After much discussion it was agreed that the Clerk should request that this amendment is made to the terms of reference and should be an agenda item for the next joint planning meeting.

Clerk to contact Town Clerk

c) Election of members of Bridleway Improvement working party (3 members/1 reserve) Cllr Mrs Graham nominated Cllrs Rowson, Rowson and the Clerk as members of the Bridleway working party for the ensuing year. There is no reserve member. Motion seconded by Cllr Rowson and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

d) Election of representatives on Village Hall Committee (2 members/1 reserve). Cllr Driffill nominated Cllrs Mrs Whittaker and Mrs Graham as representatives on the Village Hall Committee for the ensuing year. Motion seconded by Cllr Rowson and unanimously resolved on a show of hands. There were no other nominations and all were duly elected.

9. To resolve to approve the revised Code of Conduct for Members with effect from 7th May 2019. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the revised Code of Conduct for Members as amended should be adopted with effect from 7th May 2019.

Clerk to notify NKDC

10. Matters arising from District and Parish Council Elections Thursday 2nd May 2019. Cllr Mrs Locker had not submitted her nomination papers and was standing down from the Parish Council due to work commitments.

Clerk to send letter of thanks for her service

Newly elected District Councillors are as already indicated under item no. 6.

Cllr Mrs Whittaker reported that there had been a campaign notice from the Lincolnshire Independents posted through the locked doors of the Parish Council noticeboard on Thorpe Lane on the day of the election of 2nd May. Concern was expressed at this as this council is not political and display of such a notice was done without permission and contrary to the adopted policy for items to

be displayed on Parish noticeboards.

Person who had published notice to be advised of council's policy for display of parish notices.

11. To consider expressions of interest for Parish Council vacancies (2) Danker Ward and fill by co-option. There had been no expressions of interest received. **To be readvertised.**

12. Bridleway N Hykeham 2 improvements & arrangements for the administration of the tender process. Lincs Procurement is working on the draft procurement strategy which will eventually be presented to this council for approval. Phil Watt will attend the next council meeting in order to give an update. The Clerk has attended a VAT course specifically to look into the VAT implications of this project and it may be that professional advice will need to be sought from the person who was running the course who is a retired tax and VAT expert. The Clerk has also flagged this up with Phil Watt of Access Lincoln who is also making enquiries to find out how projects like this have been managed previously as it may be that not all of the VAT may be reclaimed particularly as the bridleway is not in the ownership of the Parish Council. **Agenda item for next month**

13. Finance

a) To resolve to approve the payment of accounts for May 2019. Cllr Mrs Graham proposed that the payment of accounts should be approved. Cllr Rowson seconded the motion which was unanimously resolved on a show of hands.

Payments

C. Wilkinson	Salary & travelling	£620.80	£629.80
	Petty cash reimbursement (BACs payment 15/05/19)		£9.00
HMRC	Tax & NICs (cheque no. 100539 15/05/19)		£52.40
Giff Gaff	Mobile monthly payment (Direct debit 21 st May2019)		£10.00
LALC	Financial management training Clerk (BACs payment 03/04/19)		£8.50
Came and Company	Insurance renewal (BACs payment 15/05/19)		£338.40
NHTC	Joint Planning Committee admin costs (BACs payment 15/05/19)		£200.00
South Hykeham Village Hall	Hire of hall for meetings 2018/2019 (cheque no. 100540 15/05/19)		£100.00
Total payments			£1,339.10

b) Renewal of Parish Council insurance policy. Cllr Mrs Graham proposed that the insurance policy should be renewed with Came and Co. as the Parish Council had resolved to enter into a 3 year long term agreement at a discounted rate last year. Cllr Drifill seconded the motion that was unanimously approved on a show of hands. **Clerk to renew**

c) Reserves review – to review reserves and ear marked expenditure. Cllr Drifill proposed council

should resolve to approve the reserves and earmarked expenditure as detailed on the spreadsheet before members at this meeting. Cllr Mrs Graham seconded the motion that was unanimously resolved on a show of hands.

It was agreed that the Bridleway/infrastructure earmarked reserve should be increased to £15,000 to accommodate any additional expenditure that is required in order to deliver the project if no further grant funding is secured.

d) Request from Citizen's Advice Bureau Mid Lincs for donation. Application forms for donation have been sent to CAB but as yet there has been no completed application received. **Noted**

14. To approve the revised Financial Regulations. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the revised Financial Regulations should be adopted with immediate effect.

a) Ratification of the Council Debit Card Policy. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the policy for use of the Council Debit Card as covered in the Financial Regulations has the approval of Council. **To be reviewed at least every 2 years**

b) Ratification of the BACS/CHAPS payments policy. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the policy for use BACS/CHAPS payments as covered in the Financial Regulations has the approval of Council. **To be reviewed at least every 2 years**

c) Ratification of the Council direct debit policy. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the policy for payment of the Parish Council mobile phone accounts by direct debit as covered in the Financial Regulations has the approval of Council.

To be reviewed annually

15. Annual Return 2018/19 PKF Littlejohn.

a) To resolve the certification of the Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Cllr Mrs Graham proposed that Council should resolve to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Cllr Rowson seconded the motion that was unanimously approved on a show of hands.

b) To resolve to approve the Annual Governance Statement 2018/19. Cllr Mrs Graham proposed that the Council should resolve to approve the Annual Governance Statement 2018/19. Cllr Rowson seconded the motion that was unanimously approved on a show of hands. **c) To resolve to approve the Accounting Statements 2018/19.** Cllr Mrs Graham proposed that the Council should resolve to approve the Accounting Statements 2018/19. Cllr Rowson seconded the motion that was unanimously approved on a show of hands. The RFO and Chairman signed the relevant sections of the Annual Return 2018/19.

Clerk to publish on website/noticeboards and send exemption certificate to PKF Littlejohn.

16. To resolve to approve the revised Standing Orders. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that the revised Standing Orders should be adopted with immediate effect.

17. To consider latest Speed Indicator Device report and consider remedial action. No report.
Deferred to next meeting in absence of Cllr Roe.

18. To resolve to approve the contribution towards the publication and distribution of a leaflet promoting improved engagement with parishioners at councillor surgeries. Proposed Cllr Rowson, seconded by Cllr Mrs Graham and unanimously resolved that a contribution of £80 towards the fliers advertising councillor surgeries for the forthcoming year should be made to NHTC. **Clerk to arrange**

19. Correspondence.

a) Street naming: Land at 562 Newark Road, South Hykeham. No other suggestions. Agreed to accept suggestion of developer. **Clerk to advise NKDC**

b) Briefing note re: dog fouling lapse of legislation for issuing fixed penalty notices in NKDC. **Noted**

20. Chairman's report. No report.

Action notes

21. Clerk’s report. Letter from MP Dr Caroline Johnson re: Village Hall Improvement Grant Fund passed to Village Hall committee. **Noted**

Highways Extra Spending Budget. Following feedback received from Parish Councils last year the County Council has agreed to invest just over £1m extra in improving the highways service. This will help to provide 4 extra pothole teams and the introduction of an extra grass cut and weed spray and all highways gullies will be cleaned at least once a year. **Noted**

LALC Star Awards – closing date for nominations 21st June 2019 **Noted**

The Clerk had suggested to the Council that under s137 if Council wished they could purchase a trophy or similar presentation plaque for their own Community Award /Young Peoples Award. Members were supportive of this and wish to consider at next meeting.

Agenda item for next meeting/clerk to draft nomination forms/notes for consideration.

Planning application for retention of classroom at S Hykeham Primary for further 5 years.

Noted

22. Parish Councillor’s reports – for information only/items raised for decision will appear on the agenda for the next meeting. Cllr Driffill reported that some signage at Mill Lane had been damaged and had been reported to LCC Highways. **Noted**

23.To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960 Proposed Cllr Mrs Graham, seconded by Cllr Rowson and unanimously resolved on a show of hands that Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960.

24. To review the banking arrangements for Parish Council and Albert Medley accounts. Proposed Cllr Mrs Graham, seconded by Cllr Driffill and unanimously approved on a show of hands that a bank account or accounts be continued with existing provider and the bank be authorised to:

- a) pay all cheques and other instructions for payment including BACS and debit card payments signed on behalf of the South Hykeham Parish Council by any two of the approved signatories nominated by the Council on the 15th May.
- b) That the Clerk, Carolyn Wilkinson, is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Council and that the Bank may rely upon such lists.
- c) The Clerk is authorised to transfer funds between accounts held in the name of South Hykeham Parish Council and to be supplied with bank account balances as and when required.

Clerk to complete new form of mandate to update signatories

Date and Time of Next meetings – Parish Council Meeting Weds 12th June 2019 7.00pm.

There being no further competent business the meeting closed at 7.55pm.

Chairman..... Date.....